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Y REPLY
REFER TO CAHW

S: February 26, 1999

JAN 27 1999

MEMORANDUM FOR DLA EXECUTIVE TEAM

SUBJECT: Under Secretary of Defense (Comptroller) Financial
Management Awards Program

Nominations are being accepted for the Under Secretary of Defense (Comptroller) Financial Management Awards Program. This program serves to recognize significant contributions of individuals or groups to the improvement of financial management. Award categories are financial management system improvement, financial management initiative, and innovative use of technology to improve financial management. Nominations are due to CAHW by close of business Friday, February 26, 1999.

Nominating procedures and award submission format are contained in the attached documents. You may also retrieve this information via the Internet at: <http://www.dtic.mil/comptroller/fmr>. The award guidance is found in chapter 6 of the DoD Financial Management Regulation.

Point of contact for this award is Ms. Sandra Hazel, DSN 427-6422 or commercial (703) 767-6422.

SANDRA M. MILLER
Assistant Executive Director
Workforce Effectiveness and
Development Group
Human Resources

Attachment

cc: Awards Administrators



★ CHAPTER 6 ★

UNDER SECRETARY OF DEFENSE (COMPTROLLER)
FINANCIAL MANAGEMENT AWARDS PROGRAM0601 PURPOSE AND SCOPE

The purpose of the Under Secretary of Defense (Comptroller) Financial Management Awards Program is to recognize **significant** contributions of individuals or groups to the improvement of financial management. The Program applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities, (hereafter referred to collectively as “the Department of Defense (DoD) Components”).

0602 POLICY

06020 1. It is DoD policy that:

A. Military and civilian members who make outstanding contributions to the improvement of DoD financial management should be recognized.

B. Recognition, in the form of an engraved plaque and certificate, shall be presented to, and retained by, the individual or group deemed to have achieved the most outstanding contribution(s) to the improvement of a financial management system, financial management initiative not directly related to system improvements, or innovative use of technology, during the preceding fiscal year.

060202. The following are the three award categories in the Under Secretary of Defense (Comptroller) Financial Management Awards Program:

A. Financial Management System Improvement. This category recognizes achievements resulting in the improvement, consolidation or standardization of the information technology aspects of a financial management system, or manual processes in support of information technology efforts. Examples of appropriate efforts are as follows:

1. Designing and/or implementing new financial systems where current processes are manual or partially automated.

2. Improving systems, including processes or paper flow.

3. Developing new or substantially revising and improving existing financial management systems, or the financial management aspects of information in feeder systems.

4. Developing new or substantially revising and improving existing financial management systems, or the financial management aspects of information in feeder systems.

5. Improving testing approaches to better ensure integrity prior to bringing a system on-line.

6. Reducing time required to process transactions. This may include the reduction of manual processing, elimination of unneeded processing steps, or consolidation of procedures.

B. Financial Management Initiative. This category recognizes improvement in aspects of financial management programs not directly related to system improvements. Efforts may be undertaken in budgeting, accounting, financial analysis, auditing, and other fields related to financial management. Examples of appropriate efforts include:

1. Reducing problem disbursements
2. Reducing aged accounts receivable and payable
3. Improving the quality and timeliness of report content
4. Prompt recording of commitments and obligations
5. Reducing paperwork ✓
6. Improving funds control
7. Consolidating organizations under tight deadlines
8. Training to enhance performance
9. Interfacing with other areas to ensure more efficient processes
10. Improving accounting policies and procedures
11. Improving budget formulation and execution

C. Innovative Use of Technology to Improve Financial Management. This category recognizes achievements associated with the introduction or application of new technologies, as well as the introduction or application of existing technologies in new ways. Examples of appropriate efforts are as follows:

1. Enhancing processes by using imaging to decrease the amount of paper required in financial management processes.

2. Scanning paper transactions to reduce storage retention requirements.
3. Using emerging concepts, such as the Internet, to enhance the transference of information, order materials, obtain updates, meet reporting requirements, etc.
4. Introducing or expanding the use of charge cards, smart cards, etc.
5. Using electronic commerce/electronic data interchange to expedite transaction flows, processing, payments or remittance information.
6. Bar-coding to speed entry of data and enhance timeliness of information.
7. Applying satellite telecommunications.
8. Using teleservices to integrate telephone service with data files.
9. Expanding electronic interfaces.

060203. Award Levels. No more than six separate awards--two for each of the three categories listed above--will be awarded. Within each category, no more than one awardee will be selected **from** among the nominees **from** the headquarters and major command level, and no more than one awardee will be selected from among the nominees **from** organizations below major commands. While individuals or teams may be nominated for each of the categories and levels, only one winner (whether individual or team) will be awarded in each category for each level.

060204. Eligibility. Any military member or civilian employee of the DoD (to include Reserve Components) is eligible for nomination.

060205. Team Criteria. For purposes of these awards, a team is considered as a grouping of individuals, made up of three to twenty individuals, brought together temporarily to perform a specific task within a specific time frame. When two individuals work together on an applicable project or effort, they may be submitted jointly for an individual award. Teams of greater than 20 individuals are not eligible for these awards.

0603 RESPONSIBILITIES

060301. The Under Secretary of Defense (Comptroller) shall:

- A. Select awards recipients for each award category.
- B. Present awards to each recipient in an annual ceremony.

060302. The Deputy Chief Financial Officer annually shall convene a Financial Management Awards Program Board to receive nominations **from** the DoD Components and to make award recommendations to the Under Secretary of Defense (Comptroller).

060303. The Financial Management Awards Program Board shall:

A. Be composed of the Deputy Chief Financial Officer, or designee, (Chair) with a representative from each of the Military Departments, the Defense Finance and Accounting Service, and one from the Defense-wide (DW) community--which encompasses all other Defense Agencies and DoD Field Activities. Board nominees should be members of the Senior Executive Service, or general/flag officers, and should not have been nominators for any of the award nominations to be considered.

B. Convene annually to evaluate nominations and make recommendations for winners in each award category.

C. Recommend award winners for each award category based on the criteria in paragraph 06040 1.

060304. Heads of the Military Departments, the Defense Finance and Accounting Service, and the Director, Administration and Management shall each select a representative to the Financial Management Awards Program Board and notify the Deputy Chief Financial Officer by March 1, each year, of the representative selected **from** their DoD Component. The Director for Administration and Management shall appoint a representative of the Defense Agencies and DoD Field Activities (other than the Defense Finance and Accounting Service) from among nominees submitted to the Director, Administration and Management, by the Directors of the applicable Defense Agencies and DoD Field Activities.

060305. Heads of DoD Components each year shall nominate individuals for the Financial Management Award in accordance with the procedures and criteria in subsection 0604.

0604 DOD FINANCIAL MANAGEMENT AWARD CRITERIA AND PROCEDURES

The procedures and criteria for the DoD Financial Management Award are as follows:

06040 1. Award Criteria

A. Nominations for DoD Financial Management Awards shall be based on individual or team achievements during the preceding fiscal year and evaluated on the following criteria:

1. Cost reductions (in dollars and/or human resources).
2. Improvements in the timeliness and accuracy of information.

3. Enhanced customer service.
4. Streamlined policies and procedures.
5. Standardized policies, procedures and systems.

060402. Nomination Format

A. The attached nomination form (Parts A and B) shall be submitted for each nomination.

1. Part A includes the fiscal year of the accomplishment, award category, nominee data, nominating official data, nominating official signature, and citation.

2. Part B includes the nominee or team name, a brief description of the project or effort, and a narrative of the outstanding achievement. This part is limited to one page.

060403. Submission of Nominations

Heads of DoD Components shall submit nominations to the Office of the Deputy Chief Financial Officer, Room 3E831, the Pentagon, Washington, DC 20301-1 100. Nominations must be received no later than the last working day of the second week in March in each year.

0605 AWARD DESCRIPTION (PLAQUES AND CERTIFICATES)

06050 1. For an individual award, the award recipient will receive an engraved plaque and a certificate signed by the Under Secretary of Defense (Comptroller).

060502. For a team award, the team will receive a single engraved plaque and each team member will receive a certificate signed by the Under Secretary of Defense (Comptroller).

★ This entire chapter is revised.

**UNDER SECRETARY OF DEFENSE (COMPTROLLER)
FINANCIAL MANAGEMENT AWARDS PROGRAM
NOMINATION FORM – PART A**

Fiscal Year _____

Award Category: ☐ Financial Management System Improvement
 ☐ Financial Management Initiative
 ☐ Innovative Use of Technology to Improve Financial Management

Level: ☐ Headquarters and major command ☐ Below major command

Nominee Data: (For teams, complete nominee data for each team member)

Name: _____

Rank/Grade

First

MI

Last

Duty Title: _____ **E-mail:** _____

Office Address: _____

(include office symbol and base)

Phone No: _____

DSN

Cml (include area code)

FAX

Nominating Official Data:

Name: _____

Rank/Grade

First

MI

Last

Duty Title: _____ **E-mail:** _____

Office Address: _____

(include office symbol and base)

Phone No: _____

DSN

Cml (include area code)

FAX'

Signature of Nominating Official

Date

Citation: (Do not exceed 5 lines)

**UNDER SECRETARY OF DEFENSE (COMPTROLLER)
FINANCIAL MANAGEMENT AWARDS PROGRAM
NOMINATION FORM – PART B
(Limited to one page)**

A. Nominee/Team Name: _____

B. Name of Project/Effort: _____

C. Brief Description of Project/Effort:

D. Narrative Statement of Achievement: (The narrative should be specific and factual, giving concrete examples of the accomplishment, how it was accomplished, what benefits or results were realized, and why or how such benefits significantly improved financial management.)